GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

MA & UD Department – Andhra Pradesh Municipal General Subordinate Service Rules, 2019 – Notification – Orders – Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.MS.No. 286 Dated: 07-11-2019

Read the following:

1. G.O.Ms.No.217, MA & UD (UBS) Department dated: 20.07.2019.
2. From the Commissioner and Director of Municipal Administration Lr.Roc.No.20026/178/2019/A1 dated: -08-2019.

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O R D E R:

The following notification will be published under Extra-ordinary issue of Andhra Pradesh Gazette dated:07.11.2019.

NOTIFICATION

In exercise of the powers conferred by Section 326 read with sub-section (1) of Section 76 of Andhra Pradesh Municipalities Act, 1965 (Act. No. 6 of 1965) and Section 139 of Municipal Corporation Act, 1955 read with Sub-section (1) of Section 14 of A.P. Municipal Corporations Act, 1994 and Sub-section (1) of Section 7 of Visakhapatnam Municipal Corporation Act, 1979 and Vijayawada Municipal Corporation Act, 1981, the Governor of Andhra Pradesh hereby makes the following rules namely the Andhra Pradesh Municipal General Subordinate Service Rules, 2019.

RULES

1. Short title, Extent, Commensement:

(a) These rules may be called the Andhra Pradesh Municipal General Subordinate Service Rules, 2019.

(b) These rules shall be applicable to all the Municipalities constituted under Andhra Pradesh Municipalities Act, 1965 and all the Municipal Corporations constituted under Municipal Corporation Act, 1955 read with Sub-section (1) of Section 14 of A.P. Municipal Corporations Act, 1994 and Greater Visakhapatnam Municipal Corporation Act, 1979 and Vijayawada Municipal Corporation Act, 1981.

(c) These rules shall come into force from the date of publication of the Rules in Andhra Pradesh Gazette.

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2. Definitions

In these rules, unless the contest otherwise requires, the words and expressions used in these rules shall carry the same meaning as defined under the Andhra Pradesh Municipalities Act, 1965 and Municipal Corporation Act, 1955 read with Sub-section (1) of Section 14 of A.P. Municipal Corporations Act, 1994 and Greater Visakhapatnam Municipal Corporation Act, 1979 and Vijayawada Municipal Corporation Act, 1981.

3. Constitution

The Andhra Pradesh Municipal General Subordinate Service shall consist of the following categories of posts, namely

Sl. No.	Class	Category	Post
1.	Ministerial	Category-I	Ward Administrative Secretary
		Category-II	Ward Education & Data Processing Secretary
2.	Public Health	Category-I	Ward Sanitation & Environment Secretary, Grade-II
3.	Engineering	Category-I	Ward Amenities Secretary, Grade-II
4.	Town Planning	Category-I	Ward Planning & Regulation Secretary, Grade-II
5.	Welfare & Development	Category-I	Ward Welfare & Development Secretary, Grade-II

4. Unit of appointment

Each District is a separate unit of appointment for the posts included in this service.

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5. Method of Appointment:

Class	Category	Method of appointment	Appointing Authority
1. Ministerial	Ward Administrative Secretary	i) By Direct Recruitment ii) By appointment by transfer from the category of Ward Education & Data Processing Secretary	RDMA concerned
	Ward Education & Data Processing Secretary	By Direct recruitment	RDMA concerned
2. Public Health	Ward Sanitation & Environment Secretary, Grade-II	By Direct recruitment	RDMA concerned
3. Engineering	Ward Amenities Secretary, Grade-II	By Direct recruitment	SE, PH concerned
4.Town Planning	Ward Planning & Regulation Secretary, Grade-II	By Direct recruitment	RDDTP concerned
5.Welfare & Development	Ward Welfare & Development Secretary, Grade-II	By Direct recruitment	RDMA concerned

Note 1 : Whenever a Gram Panchayat is included in the Municipality/Municipal Corporation, the persons holding the posts similar to the posts included in this service will be absorbed in appropriate categories of this service, provided they opt for Municipal service. The past service rendered by the above persons will be considered in fixing inter-se-seniority in this service.

Note 2 : The existing employees working in different services viz., *Bill Collector, *Work Inspector, *Tap Inspector, *Fitter, *T.P. Tracer working in the Urban Local Bodies in the equal scale of pay shall be absorbed into this Service under initial category.

*Hereafter all the Bill Collector posts will be re-designated as Ward Administrative Secretaries.

*Hereafter all the Work Inspector, Tap Inspector, Fitter posts will be re-designated as Ward Amenities Secretaries Grade-II.

*Hereafter all the Town Planning Tracer posts will be re-designated as Town Planning & Regulation Secretaries Grade-II.

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6. Minimum Service

The minimum period of service for a member of a service from the lower category, class or grade to the next higher category, class or grade, whether such appointment is made either by promotion in the regular line or by recruitment by transfer from any other service, that period shall be three years in the category, class or grade from which such promotion or transfer is made.

7. Qualification

No person shall be eligible for appointment to the category of posts in Column No. 2 of the table unless one possesses the qualifications prescribed in the corresponding entries in column 3 thereof;

Class	Category of Post	Qualification prescribed
1. Ministerial	Ward Administrative Secretary	Must Possess a Bachelor's Degree from any University in India or a State Act or an Institution recognised by the UGC or any equivalent qualification.
	Ward Education & Data Processing Secretary	Any Graduate in computer science
2. Public Health	Ward Sanitation & Environment Secretary, Grade-II	Any Graduate in Sciences (B.Sc) or Environmental Engineering and above
3. Engineering	Ward Amenities Secretary, Grade-II	Polytechnic Diploma in Civil/Mechanical Engineering or above
4. Town Planning	Ward Planning & Regulation Secretary, Grade-II	Polytechnic Diploma in Civil Engineering/L.A.A. or B. Arch / B. Planning or above
5. Welfare & Development	Ward Welfare & Development Secretary, Grade-II	A Graduate in Arts and Humanities and above

8. Reservation of appointment

Reservation in appointments shall be as per provisions contained in Rule 22 and 22 A of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time.

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9. Age

The rules governing the minimum and maximum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this Service.

10. Temporary Appointment

(1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on a temporary basis, until a person is appointed in accordance with these rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category or seniority

11. Seniority

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules, 1996.

12. Probation

Every person appointed to a category in the service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion or transfer.

13. Postings and Transfers

The appointing authority concerned is competent authority to issue transfer or order postings for the categories.

14. Tests

(1) Every person appointed by direct recruitment in any category shall pass the following tests within the period of probation.

i) Accounts Test for Subordinate Officers – Part I and Part II

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(2) If any person fails to pass the above tests within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that the said period may be extended by the competent authority from time to time.

(3) No person shall be eligible for promotion unless he/she passes the test prescribed in sub rule (1).

15. Conditions of Service

In matters not covered by these rules, the members of the Service shall be governed by all the rules applicable to government servants.

16. Pay and allowances

(1) A member of the Service shall draw pay and all allowances admissible as per the orders of the Government issued from time to time

(2) Expenditure on pay and allowances of the members of the service shall be made under detailed Head of Account “010 – Salaries” through Government Treasury as per orders issued in G.O. Ms. No. 179 MA & UD Dept., Dt. 25.02.2009 and subsequent orders issued by the Government from time to time.

17. Leave

The Commissioner is competent to sanction all kinds of leave to the members of the service.

18. Leave Salary

Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account “010 – Salaries”.

19. Loans and Advances

The Commissioner is competent to sanction loans and advances to the members of the service as per the rules applicable to government servants from the municipal fund.

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20. Discipline and Control

(1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder;

(2) The Commissioner may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law or impose the following penalties:

a) Censure

b) Withholding of increment, and

c) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders while working in the Corporation:

Provided that –

a) The period of suspension shall not exceed six months
b) The Appointing Authority concerned shall also have the power to place a member of Service under suspension pending inquiry into grave charges or impose the said penalties.

(3) The authority which may impose the following penalties on a member of this Service, shall be the appointing authority concerned.

a) Suspension

b) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale

c) Withholding of increment / promotion

d) Compulsory retirement from service

e) Removal from service

f) Dismissal from service

(4) An appeal against any order passed by the Commissioner shall lie to the concerned appointing authorities and it shall be made within 1 month.

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(5) An appeal against any order passed by the concerned appointing authorities shall lie to the concerned Head of the Department and it shall be made within 3 months

(6) The period of three months is reckoned from the date of receipt by the member of this Service of the order imposing the penalty.

21. Conduct

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall apply to the members of this Service.

22. Pension

(1) The employees appointed on or after 01.09.2004 and who are promoted in this service and persons recruited direct to this service shall be governed by contributory pension scheme introduced in G.O. Ms. No. 653 Finance (Pension.I) Dept., Dt. 22.09.2004.

23. Special Provisions

(1) The C&DMA shall notify the vacancies intended for direct recruitment in the first instance as per the existing service rules of categories prescribed therein.

(2) The concerned appointing authorities shall notify the vacancies in subsequent recruitments under this Service rules.

24. Repeal and Savings

(1) Nothing in these rules shall adversely affect the interests of any person who was appointed prior to the commencement of these rules according to the rules then in force.

(2) If there is any discrepancy in interpreting the rules, the matter shall be referred to Government and orders passed thereon are final.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.SYAMALA RAO
SECRETARY TO GOVERNMENT

To
The Commissioner, Government Printing Press, Muthyalampadu, Vijayawada.
The Commissioner and Director of Municipal Administration, Guntur.
Sf/Sc

//FORWARDED BY ORDER//

RESEARCH OFFICER